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| **因公出国（境）报销申报单** | | | | | | | | | | | | | |
| 支出项目及编号 |  | | | | 项目负责人签字 | |  | | | 单位（盖章） | |  | |
| 出国（境）时间： 年 月 日（凭车票/机票/登机牌等） | | | | | | | | | | | | | |
| 抵国（境）时间： 年 月 日（凭车票/机票/登机牌等） | | | | | | | | | | | | | |
| 出国（境）人员姓名： | |  | | | | | | | | | | | |
| 出国（境）事由： | |  | | | | | | 经办人 | |  | | | |
| **时间/费用** | | **天数** | **人数** | **国家/地区** | | **币种** | | **金额** | | | **备注** | | |
| **国外住宿费** | | | | | | | | | | | | | |
| 年 月 日- 年 月 日 | |  |  |  | |  | | |  | |  | | |
| 年 月 日- 年 月 日 | |  |  |  | |  | | |  | |  | | |
| 年 月 日- 年 月 日 | |  |  |  | |  | | |  | |  | | |
| **国外交通费** | | | | | | | | | | | | | |
| 飞机票 | |  |  |  | |  | | |  | |  | | |
| 火车票 | |  |  |  | |  | | |  | |  | | |
| 汽车票 | |  |  |  | |  | | |  | |  | | |
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| **其他费用** | | | | | | | | | | | | | |
| 注册费 | |  |  |  | |  | | |  | |  | | |
| 版面费 | |  |  |  | |  | | |  | |  | | |
| 保险费 | |  |  |  | | 人民币 | | |  | |  | | |
| 签证费 | |  |  |  | | 人民币 | | |  | |  | | |
|  | |  |  |  | | 人民币 | | |  | |  | | |
|  | |  |  |  | | 人民币 | | |  | |  | | |
| 请将护照/通行证上盖有边防出、入境章所在页复印件贴附于框内。 | | | | | | | | | | | | |